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Approved For Release 2002/09/03 : CIA-RDP78-04691A000100110021-7

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Title: Survey of Business Machine Applications to Agency Operations.

Date of Study: May and June 1950.

Why Initiated: The volume of material and the necessary record keeping and reporting in connection therewith facing the Agency ~~has~~ dictated that a more effective and efficient means must be found to accomplish the necessary work.

Objectives: To determine those ~~applications which are~~ ^{Agency requirements which are} best suited ~~to machine application, and which can be more efficiently~~ ^{to machine application, and which can be more efficiently} and effectively accomplished through use of business machines.

Personnel Principally Involved: Management Office -

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Remarks: The survey was developed on four general bases:

- a. A history of the application of machine methods to Agency operations and an outline of the present machine applications.
- b. A review of those additional Agency applications which are recommended for immediate implementation.
- c. An outline of additional machine applications which, based on further study, may prove to be desirable.
- d. An outline of the space and personnel requirements required to perform the various jobs indicated in paragraphs a, b, and c above.

Provision for overall supervision of the program by the management staff.

The survey was approved by the Executive and is in process of implementation.

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The Agency has made good progress in adaptation of machine methods to Operations, solving many problems which could not have been solved from a practical standpoint by manual means.

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The punched-card method has been continuously employed in CIA since February 1947. The method was first applied to the needs of indexing intelligence information and to other intelligence problems and was later extended to accounting and administrative record keeping problems.

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In 1946 when the operational requirements of the Agency were being determined, it was realized that the vast amount of intelligence data to be received must be indexed by a method which would provide a fast and accurate means of classifying, indexing and locating specific data upon request. Because speed and accuracy are essential in satisfying an intelligence request, the usual methods and procedures of indexing, finding, correlating and listing the information available for dissemination were found to be inadequate when measured by CIA requirements and standards. Therefore, a method and a procedure was required for speedily recording the pertinent data in a medium which could be mechanically filed, selected, correlated and listed with speed and accuracy.

b. After thorough investigation of numerous possible solutions, the punched card method was selected because of its flexibility, speed and accuracy.

February 1947 - procedures placed in effect for Contact Register of non-governmental sources of intelligence information. Similarly, procedures for indexing documentary, graphic, biographical and industrial intelligence data were in the process of development and were made effective during 1947.

c. Special system developed to provide a means of transmitting and reproducing

abstracts of indexed documents upon request.

System called Intello-fax system.

Gazetteers of place names for NIS programs. May 1948

25X1 Index - May 1947 - punch card basis. Now only complete index to pamphlets published after April 1947.

Installations made in Communications Div, OSO and special Research Center.

Fall of 1947, Administrative Projects Br. to perform account and administrative records work on a punched card basis for Admin. Staff. Currently: (p. 3)

Advantages to date:

1. The several types of index files now contain millions of items of intelligence info. and those items are automatically and quickly located and produced upon request. To have accomplished the ends desired under a manual or semi-manual method would have been impossible.
2. Procedure established for processing documents rec'd in CIA Library for the preparation of index cards and the related procedures for control, allocation and distribution of documents, resulted in estimated savings annually of \$200,000. These savings alone more than offset present annual cost of all equipment and supplies.
3. Gazetteers of place names covering 37 areas and more than 496,000 produced as of 6/1950 and are continuing to be produced at the rate of 12,000 names a month. 1000 copies of each gazetteer are published and it has been estimated that the present publication cost is 1/3 of cost of publishing the gazetteer prior to application of the punched card method.
4. Book and periodical subscription purchase record maintained by the Library placed on a punched card basis in 1949. Cost of annual subscriptions reduced \$1,200 annually.
5. Application of p.c method to Personnel records and applicant file has furnished the Per. Div with information otherwise unobtainable and has saved a great many man-days.

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